



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: MOTOR VEHICLES

DIVISION: LICENSING OPERATIONS DIVISION

POSITION TITLE: CEA 1
CHIEF, OCCUPATIONAL LICENSING BRANCH

SALARY: \$5768 - 7324

FINAL FILING DATE: October 26, 2004

DUTIES/RESPONSIBILITIES

Under the administrative direction of the Licensing Operation Division, Deputy Director, the incumbent will manage the Occupational Licensing Branch, which includes OL Operations and OL Inspections. The Occupational Licensing Branch has approximately 100 employees located in Headquarters as well as 22 field locations throughout the state. The Branch Chief administers an annual budget that exceeds \$5.6 million per fiscal year and collects approximately \$14 million in annual fees. Responsibilities include providing direction and coordination of the development, analysis, and evaluation of legislation, statutes, and regulations that affect the department's OL program. The incumbent is the Data Resources Manager of seven of the department's databases, (Administrative Services Fees (ASF) Files, All-Terrain Vehicle (ATV) School System, Driving School Exam System, OL File, OL Imaging, Traffic Violator School (TVS) System,

and Used Car Dealer Exam Systems) and ultimately responsible for their integrity and security. The incumbent directs, modifies, and administers the coordination of uniform statewide policies regarding issuance or denial of occupational license holders, and has primary responsibility for action and/or discipline against occupational license holders. The incumbent through subordinate managers has the operational responsibility of the department's Traffic Violators School/Driver School Qualifications Evaluation Unit which is responsible for the administration of the state mandated Driving School, Mature Driver Improvement Program, and Traffic Violator School Licensing Program, as well as a field based inspector group responsible for performing on-site inspections. Also the incumbent serves as the departmental liaison with the New Motor Vehicle Board (NMVB) in providing administrative and systems support and resolving policy and procedure issues. The incumbent also has the responsibility of assuring compliance with provisions of the Vehicle Code, Administrative Code, and Business and Professions Code relating to pre- and post- licensing activities and regulations of business and individuals who sell, manufacture, distribute, dismantle, transport, and/or lease motor vehicles. Additionally, the Branch Chief represents the department at meetings, conferences, seminars, and panel discussions, and maintains relationships with the legislature and government, law enforcement, and the automotive industry, and develops and makes recommendations to the Directorate and Deputy Director in matters pertaining to OL Licensing programs.

DESIRABLE QUALIFICATIONS

Desirable Qualifications include:

- Knowledge of department operations is desirable, but not required;
- Demonstrated decision-making ability;
- Strong personnel management and leadership skills;
- Well-developed interpersonal skills;
- Effective oral and written communication skills;
- Ability to communicate with all levels within and outside the department;
- Ability to ensure accurate and timely service to all customers; and,
- Experience in providing service to the public and a variety of customers.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.
- (2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678).
- A *Statement of Qualifications*. This *Statement of Qualifications* is to be a discussion of the candidates' education and experience that would qualify them for this position. The *Statement* should be no more than two pages in length.

The application and *Statement of Qualifications* are to be submitted to:

Department of Motor Vehicles
Selection Services Unit
2570 24th Street
1st Floor Lobby - Examination Drop Box
Sacramento, CA 95818

Or mail to

Department of Motor Vehicles
Selection Services Unit
P.O. Box 932315 – Mail Station G208
Sacramento, CA 94232-3150

Applications and *Statement of Qualifications* must be **received or postmarked by the final filing date of October 26, 2004.**

Questions regarding this examination should be directed to Maria Anderson at (916) 657-5764 or CALNET 437-5764. California Relay Telephone Service for the deaf or hearing impaired from TDD Phones: 1-800-735-2929; from voice phones: 1-800-735-2922.

EXAMINATION INFORMATION

The applications and *Statement of Qualifications* will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months or a new examination may be scheduled.

BULLETIN RELEASE DATE: October 15, 2004